

AUTHORITY: Rule 390.1129a(1) of the
Administrative Rules Governing the Certification of
Michigan Teachers.
COMPLETION: Voluntary. (Renewal will not be
issued if form is not filed.)

Michigan Department of Education
OFFICE OF PROFESSIONAL PREPARATION SERVICES
P.O. Box 30008, Lansing, Michigan 48909

Direct questions regarding
this form to (517) 373-3310.

APPLICATION FOR A RENEWAL OF A MICHIGAN PROVISIONAL CERTIFICATE

NOTE: This form is to be used **ONLY** if applicant has completed required renewal credit (see reverse side for Renewal Credit Requirements) in a specific master's degree program through an approved **OUT-OF-STATE** college. **ALL OTHERS** must work directly with an approved Michigan college in qualifying and being recommended. It is not necessary to renew the provisional certificate unless you hold a regular teaching position in Michigan.

GENERAL INSTRUCTIONS: Complete items 1 through 6. (See definitions of Racial-Ethnic Categories on the reverse side.) All documentation related to this application, including the completed application form and transcript(s) when applicable **must be submitted as a single packet.**

MAILING INSTRUCTIONS: Return ONE copy of the application to the STATE address indicated above.

FEE PAYMENT INSTRUCTIONS: Upon receipt of your application, you will be billed the \$75.00 fee. Your application will not be reviewed until the fee payment has been posted. **THE FEE IS NOT REFUNDABLE.**

1 GENERAL INFORMATION

SOCIAL SECURITY NUMBER	DATE OF BIRTH	MONTH	DAY	YEAR	SEX <input type="checkbox"/> Male <input type="checkbox"/> Female	PHONENUMBER ()
NAME*	Last	First			Middle	Maiden
NAME which appears on certificate	Last	First			Middle	Maiden
ADDRESS	Street	City			State	Zip Code

* It is the applicant's responsibility to ensure that all materials arrive under the same name. If your name has changed since the certificate was issued, please include with the application a photocopy of your marriage license, divorce decree, or name change decree.

2 DEGREE AND CREDIT INFORMATION

TYPE	INSTITUTION WHERE CREDIT/DEGREE WAS EARNED	DATE DEGREE CONFERRED
Bachelor's		
Master's		
Other		

3 Have you ever been convicted of (or pleaded no contest to) a felony?

☐

YES

☐

NO

4 Have you ever been convicted of (or pleaded no contest to) a misdemeanor involving a child?

☐

YES

☐

NO

5 Have you ever had a teaching certificate revoked?

☐

YES

☐

NO

6 Applicant's Signature _____

Date _____

--(OVER)--

DO NOT WRITE BELOW THIS LINE

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<p>(CODE "1" IF ALL GRADES)</p> <table border="1" style="width: 100%; height: 40px;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>SUBJECT FIELDS (Major, Minor, Endorsement)</p>																<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">APPROVED FOR:</p> <p><input type="checkbox"/> First Elementary Renewal</p> <p><input type="checkbox"/> Second Elementary Renewal</p> <p><input type="checkbox"/> First Secondary Renewal</p> <p><input type="checkbox"/> Second Secondary Renewal</p> </div>
<p>Date _____</p>		<p>Fee Paid \$ _____</p>														
<p>Approved by _____</p> <p style="text-align: center;">Signature</p>																

RENEWAL CREDIT REQUIREMENTS -- Lacking an approved master's or higher degree, the applicant's first Renewal requires the completion of 10 semester hours at an approved teacher preparation institution SINCE ISSUANCE of the initial MICHIGAN Provisional certificate. The second Renewal requires 18 semester hours completed in one specific out-of-state approved master's program SINCE ISSUANCE of the initial MICHIGAN Provisional certificate. The holder of an approved master's degree or higher degree (regardless of when earned) need NOT complete additional credit for either of the two available Renewals. Additional three-year Renewals are available if all academic requirements for the Professional Education Certificate or Occupational Education Certificate have been completed and the Renewal is recommended by an employing Michigan public or private school.